

# CITY OF SCOTTSDALE

August 30, 2016 Primary Election  
November 8, 2016 General Election (if necessary)

## CANDIDATE CHECKLIST

**Before accepting contributions, making expenditures, distributing campaign literature, or circulating candidate petitions, you must file with the Scottsdale City Clerk's Office:**

- 1. A Statement of Organization for Political Committees; or**
- 2. If you do not anticipate contributions or expenditures to exceed \$500, file a \$500 Threshold Exemption Statement.**

***(For additional requirements and restrictions refer to A.R.S. § 16-903.)***

### **INITIAL REQUIRED FILING FOR CANDIDACY**

The following properly executed forms must be filed with the City Clerk's Office for official filing of your candidacy. All three must be submitted at the same time. The filing period for the required documents is no earlier than 8:00 a.m., Monday, May 2, 2016 and ***no later than 5:00 p.m., Wednesday, June 1, 2016:***

- ☐ Candidate petitions containing not less than 1,000 signatures or more than 3,936 signatures [A.R.S. § 16-322(A)(8); Ordinance No. 3866].
- ☐ A completed and notarized Local Public Officer's Financial Disclosure Statement.
- ☐ A completed Nomination Paper (includes an Affidavit of Qualification, which must be notarized, along with a signed statement that you have read the campaign finance and reporting statutes).

If you have questions, please call.

Carolyn Jagger, MMC  
City Clerk  
480-312-2411

**THIS INFORMATION IS BEING PROVIDED TO ASSIST YOU IN PREPARING YOUR CANDIDATE PAPERS. WHILE WE HAVE PROVIDED YOU WITH THE MOST CURRENT INFORMATION, STATE STATUTES AND ELECTION CASES ARE SUBJECT TO CONSTANT CHANGE AND INTERPRETATION. WE RECOMMEND THAT YOU REVIEW THEM WITH YOUR ATTORNEY TO ENSURE COMPLIANCE WITH CURRENT LEGAL REQUIREMENTS. IT IS NOT APPROPRIATE FOR CITY STAFF TO GIVE LEGAL ADVICE TO CANDIDATES FOR OFFICE. PLEASE TAKE TIME TO THOROUGHLY REVIEW THESE ELECTION MATERIALS AND COMPLY WITH ALL CURRENT STATUTES.**